

FINANCIAL REPORTING TIMELINE/ PLANNER

Financial reporting period ending:	/ /	
Lodge Loan, Grants and Donations statement with the ROC (exceeding \$1000) - s.237	/ /	— Within 90 days after end of financial year
Prepare financial statements and Operating Report.		
(a) A Committee of Management Meeting must consider the financial statements, and if satisfied, pass a resolution declaring the various matters required to be included in the Committee of Management Statement.	/ /	— <i>As soon as practicable after end of financial year</i>
(b) A member of the Committee of Management must sign the Statement which must then be forwarded to the auditor for consideration as part of the General Purpose Financial Report (GPFR).		
Auditor's Report prepared and signed and given to the Reporting Unit - s.257	/ /	<i>Within a reasonable time of having received the GPFR</i> <i>(NB: Auditor's report <u>must</u> be dated on or after date of Committee of Management Statement)</i>
Provide full report free of charge to members – s.265 The full report includes:	/ /	
<ul style="list-style-type: none"> • the General Purpose Financial Report (which includes the Committee of Management Statement); • the Auditor's Report; and • the Operating Report. 		<i>(a) if the report is to be presented to a General Meeting the report must be provided to members 21 days before the General Meeting,</i> <i>or</i> <i>(b) where the report is presented to a Committee of Management meeting*, the report must be provided to members within 5 months of end of financial year.</i>
Present full report to:		
(a) General Meeting of Members - s.266 (1),(2);	/ /	— <i>Within 6 months of end of financial year</i>
or		
(b) where the rules of organisation or branch allow* - a Committee of Management meeting - s.266 (3)	/ /	— <i>Within 6 months of end of financial year</i>
Lodge full report with the ROC, together with the Designated Officer's certificate – s268 **	/ /	— <i>Within 14 days of meeting</i>

* the full report may only be presented to a committee of management meeting if the rules of the reporting unit provided that a percentage of members (not exceeding 5%) are able to call a general meeting to consider the full report.

** The Designated Officer's Certificate must be signed by an officer who is an elected official and who is authorised under the rules (or by resolution of the organisation) to sign the certificate stating that the documents lodged are copies of the documents provided to members and presented to a meeting in accordance with s.266 – dates of such events must be included in the certificate. A non-elected official cannot sign the certificate.